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ABSTRACT

Various faculty services and policies are described in the Spring 1975 edition of the Portland handbook. Specific areas covered include: faculty fringe benefits, credit union, Academic Senate, library services, public relations and information, Instructional Media Center, Continuing Education Center, Computer Center, administrative services, office services, security, buildings and grounds, Student Life and Student Aid Offices, student government, ministry services, and information sources. (LDH)

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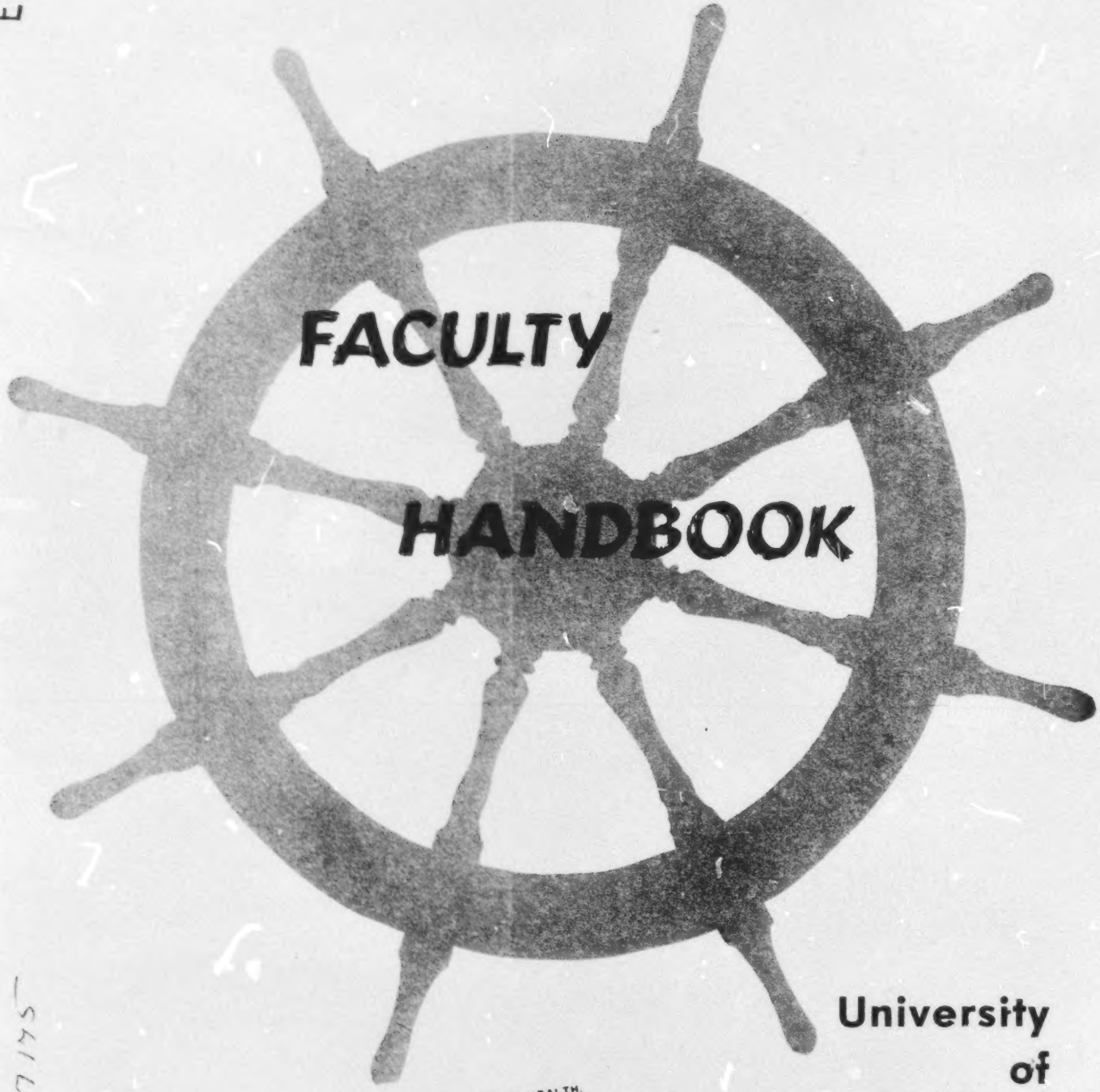

FACULTY HANDBOOK

University of Portland

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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FRINGE BENEFITS FOR FACULTY MEMBERS

SOCIAL SECURITY

A faculty member comes under the Social Security program immediately upon employment at the University. The faculty member contributes the current rate at the stipulated base salary and the University matches this amount.

STATE ACCIDENT INSURANCE

A faculty member comes under this insurance (or equivalent private insurance plan) immediately upon employment at the University. The faculty member contributes at the current rate.

TEACHERS INSURANCE AND ANNUITY ASSOCIATION

For Full-Time Faculty the University has its retirement program and a disability insurance program with TIAA.

A) Total Disability -- A new faculty member becomes eligible for this insurance program after one year of service to the University. The University pays the entire premium for this coverage. The more important features of this program include:

1) When a faculty member has been totally disabled because of injury or illness for six consecutive months, the plan provides the following benefits, which begin on the first of the month following six months of total disability and continue during such disability until he reaches 65 or until his prior death.

a) A monthly income benefit which, including any income benefits payable from Social Security and Workmen's Compensation, is equal to 60% of the first $1000 of his covered monthly salary, but not to exceed $600 monthly.

b) A monthly waiver benefit of the amount being paid to his TIAA-CREF annuity in accordance with the provisions of University's retirement plan.

2) The University provides a TIAA Retirement Plan. Each participant in the retirement plan must contribute 5% of his salary. The University adds an amount equal to 7% of the faculty member's full 9 months salary, and applies the combined sum to the purchase of retirement benefits. A new faculty member does not become eligible to participate in the retirement plan until he has reached the age specified by law and completed three years of service at the University, or one full year of service if member has been on TIAA-CREF at previous place of employment.

GROUP ACCIDENT AND HEALTH INSURANCE PLANS

The University has group accident and health insurance plans through either the Prudential Hospital Association or the Kaiser Health Foundation. A faculty member may join either group on the first of the month after employment. These programs are supported in cost by the faculty member.

GROUP LIFE & ACCIDENT/ACCIDENTAL DISMEMBERMENT INSURANCE

The University has Group Life and Accident & Accidental Dismemberment Insurance. A faculty member comes under this insurance program immediately upon employment at the University. The University pays the full cost of his life insurance program. This program furnishes $10,000 life coverage, $10.000 accidental death coverage, and scheduled benefits for accidental dismemberment.

MISCELLANEOUS BENEFITS

The University does not charge tuition for dependent children and spouse of a regular faculty member. Full-time faculty members of any rank may take any regular course for credit or audit without charge. This assumes that the course work will not interfere with their regular duties. Part-time faculty members shall pay one-half tuition if they take classes for credit but shall not be charged if they audit regular classes. A faculty member other than a graduate teaching or Research Fellow may not become a candidate for a graduate degree at the University.

The University provides a free campus parking permit for all faculty and staff. To the extent possible, sections of available parking areas are designated as faculty and staff parking areas. (See section titled SECURITY DEPARTMENT for further details.)

Luncheon facilities for faculty members at the University Commons are described under DINING SERVICE in this handbook.

A Xerox 914 copier is available for use on the lower level of the University Library. There is a charge of 10¢ per sheet for each copy. This can either be paid in cash or, with the approval of the Head of your Department, charged to the departmental account.

UNIVERSITY OF PORTLAND
EMPLOYEES CREDIT UNION

All University of Portland employees who wish to avail themselves of the services of the Credit Union are invited to do so. This organization has been in operation since 1957 and as of October, 1974, the share capital was $80,000. In order to join one must pay a fee of 50¢ and buy one $5 share. Up to $750.00 may be borrowed by a member without collateral other than assignment of salary. An employee's wife, husband, child, or any other relative living in his home may also become a member with the same privileges.

Faculty members must be under contract with the University, and maintenance, staff and administrative personnel must be in the employ of the University for at least six months, before they can make a loan. All loans are insured. In case of death or serious disablement, the loan is paid off by the insurance company. The premium is paid by the credit union. With adequate security, loans up to $5,000 may be made by any one member. Interest rate is 1% per month on the unpaid balance. If a loan is fully secured by shares in the credit union, the rate of interest is on 3/4 of 1% per month. Three quarters of the cost of a new car may also be financed at the latter rate.

Savings are available through payroll deduction or by straight deposit in any multiple or fraction of a share. The dividend for 1974 was 6%. All savings are insured. In case of the death of a shareholder, an amount equal to the savings is added to the account (maximum benefit of $2,000). The credit union pays the premium for this feature. Beginning in 1975, dividends will be paid twice yearly, on June 30 and December 30.

The credit union office is located in Christie Hall, Room 24, phone 7108. Business hours are 1 to 4 p.m. on Tuesday, 10 a.m. to 1 p.m. on Thursday. The treasurer's home phone is 236-5844.

THE ACADEMIC SENATE

Prior to 1968 the faculty had a voice in the governance of the University through its Faculty Association. With the change in the basic structure of the University, in 1967, placing the property and management of the University under a Board of Regents, the faculty felt it wise to formalize its relationship with the administration. After considerable hard work during 1967-68, a constitution for an Academic Senate was drawn up and approved by over 70% of the faculty.

The constitution was designed to give the Academic Senate authority and responsibility for policy determination in academic matters with standing committees as follow: Committee on Committees, Graduate Studies and Research, Rank and Tenure, Curriculum, and Academic Regulations. The Committee on Faculty Welfare is an ad hoc committee appointed annually to establish policies concerning salaries, fringe benefits, and working conditions. Members of the Senate are also appointed to advisory committees to work with the administration in areas where it has primary jurisdiction. The Senate was originally composed of thirty members; nine of them ex-officio (President of the University, Executive, Academic and Senior Vice Presidents, and the five Deans), and twenty-one members elected by the faculty. Recently two student representatives were admitted to membership in the Senate and sit as voting members. The Senate elects its own officers.

In 1968 the constitution was approved by the Board of Regents for a three-year trial period after which the Regents voted to continue the Senate in its present form.

THE WILSON W. CLARK MEMORIAL LIBRARY

The University Library contains an ever-growing collection of books, periodicals, pamphlets, microforms, and phonograph records to meet the needs of students and Faculty. The Library's collection of books now numbers over 160,000 volumes, and some 1,200 periodicals are received annually. In addition, the resources of other libraries in the Portland area are available to the University community through "Metro-loan", a policy inaugurated in the Fall of 1974 to facilitate borrowing between local libraries. Materials from beyond the Portland area may be obtained through Interlibrary Loan Services.

The Library has an "open stack" arrangement permitting free access to all patrons to almost the entire collection. The book collection, catalogued according to the Library of Congress system, is housed on the upper two levels of the building. The card catalog, containing over 400,000 cards, is located near the main circulation area and is a single alphabetical listing with author, title, and subject entries for books in the collection. The Lounge on the main floor frequently contains exhibits of art and serves as a display area for new additions to the Library.

The periodical collection is housed on the lower level and is supplemented by a number of periodical indexes. A special microform room contains machines for reading microfilm, microprint, and microcards. A Reader-Printer provides photographic prints from selected pages of microform. The microfilm

collection of over 4,500 reels includes the American Periodicals Series, the complete file of THE OREGONIAN and an extensive run of THE NEW YORK TIMES. On microprint and microcard (opaque microfilms) the Library has available such items as Migne's Patrology, Mansi, the U.S. Serial Set (up to 1885), the complete Evans bibliographic collection, the publications of the Hakluyt Society, the Annals of Congress, the Register of Debates, the Congressional Globe, etc. These materials are kept in the office of the Special Services Librarian and may be examined on request. The lower level also houses a collection of over 1,200 phonograph records which may be played on the stereophonic system in the Sala Italiana.

CIRCULATION

Special library cards are issued at the circulation desk of the Library, available to all members of the faculty and staff. These cards must be presented whenever books are checked out of the Library. The cards are valid as long as the faculty member remains on the University staff. Books and bound periodicals circulated to members of the faculty should be returned to the Library at least at the end of the semester, in order that the Library's inventory may be kept up-to-date. If they are still needed they may then be renewed for the following semester. Unbound periodicals may also be checked out by the faculty but are to be returned the following day. All materials borrowed from the Library by a faculty member are subject to recall if requested by others.

RESERVE MATERIALS

Books and periodicals from the Library collection in which specific class assignments are given may be placed on "Reserve" by contacting the Librarian in charge. Such materials may be designated as: "for two-hour use"; "for building use only"; "overnight at 4:00"; "overnight at 9:00"; "for 24 hour use"; etc., at the discretion of the instructor. The library will also serve as a depository for materials belonging to the instructors which they wish handled in the same manner.

SERVICES OF REFERENCE LIBRARIAN

The Reference Room and the Bibliography Alcove contain an extremely fine collection of reference materials, library catalogs, and other bibliographies. A full-time Reference Librarian is available to answer questions and to provide bibliographic assistance. A Librarian is on duty in the Reference Room during daytime Library hours. The Reference Librarian is also in charge of group tours of the Library and of inter-library loans.

BOOK ORDERING

The Library provides order cards on which any faculty member may suggest titles for addition to the collection. If the requested materials are to be charged to the departmental budgetary allotments, these requests must be approved by the Department Chairman. Requests for material being purchased from the General Library Fund do not need such approval. Please feel free to contact the Library staff concerning materials in your subject field. For information concerning books which have been ordered consult the Head of the Technical Processes Department.

LOUNGE AND CONFERENCE ROOMS

On the lower level a comfortably furnished faculty lounge serves all faculty. It is not to be used for meetings, conferences, or classes except in extraordinary cases, and then with the authorization of the Special Services Librarian or the Head Librarian. Students are permitted access to this room only with proper permission. This room houses a number of rare books and manuscripts and an interesting collection of ancient and medieval coins.

FRIENDS OF THE LIBRARY

Dedicated to building up the resources of the University Library, this group acts as recipient of donations of cash or books toward this end. It also administers Book Memorials, a means by which tribute can be paid to deceased friends or relatives. Books or cash given for a specific Memorial are noted, together with the name of the donor, in the Memorial Book in the Exhibit Area of the Library. Special memorial book plates are affixed to books so acquired and those who established the Memorial are informed of the donation and the donor. Many of these Memorials are dedicated to the acquisition of books in particular areas of knowledge.

UNIVERSITY OF PORTLAND REVIEW

The University of Portland Review, the oldest academic periodical of its kind in the Northwest, was founded in 1948. It is intended for the college-educated layman. The purpose of the Review is to publish scholarly studies, provocative articles, quality literary writings, poetry, and book reviews which explore the expanding field of knowledge. While the emphasis is on the contemporary scene, the editors will consider any article of substance which communicates to and helps broaden the horizons of knowledge. The editors particularly welcome contributions from the University of Portland faculty.

The Review, published semi-annually, is sold individually or by subscription. Copies of past issues may be obtained from the Editor at any time. The journal is published by the faculty at the University and represents the institution around the world. Its staff of faculty colleagues, earnestly solicit your support as subscribers and contributors.

PUBLIC RELATIONS AND INFORMATION DEPARTMENT

The Public Relations and Information Department is responsible for all promotional materials and for all press relations of the University except for athletics. The department is responsible for all news releases from the University and coordinates the University's participation in radio and TV programs. It provides public relations counsel to members of the University's administration, faculty, and student groups, and helps develop promotional literature for other departments. It is a clearing house for media inquiry into news emanating from the University. The Department assists in special events planning, particularly those events to which the full resources of the University are committed. It maintains files with biographical data on all faculty, administration, and other professional employees, along with a photographic file of personnel and events.

The Office of Public Relations and Information is located in West Hall, Rooms 410-412, where the Director and Assistant Director are available to assist you. Phone 7202.

FACULTY WOMEN'S CLUB

The Faculty Women's Club at the University of Portland began in 1949. Its objectives, "to promote friendship among all faculty and to assist at the University functions," are attained through social and cultural activities. Membership is open to any woman of the University family who serves as a faculty member, administrator, or business official, or whose husband serves in any of these capacities. Active voting members are those who contribute $2.00 per year, which helps pay operating costs of the Club.

During the academic year, the Club sponsors varied events. Usually included are a get-acquainted coffee for women, potluck dinners, Christmas party for faculty children, and a fund-raising event. It also urges attendance at all University functions. All events, other than business meetings are designed to include husbands, members of the C.S.C. Community, and friends. A handbook is printed annually including dates and places of Club events, a roster of women of the University family, and the Club's officers and constitution.

UNIVERSITY OF PORTLAND CHAPTER
AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

The objectives of the AAUP, as stated in its constitution, are: "To facilitate a more effective cooperation among teachers and research scholars in universities and colleges for the promotion of the interests of higher education and research, and in general to increase the usefulness and advance the standards, ideals and welfare of the profession." More specifically, it has been active in such areas as defending public freedom, defining tenure rights and encouraging the improvement of faculty salaries and fringe benefits, maintaining professional standards, and promoting a faculty role in University government. To further these objectives, the Association has set up and keeps redefining norms which are widely accepted in academic circles, and are followed by the University of Portland.

The University of Portland Chapter is active in providing aid to members of both the faculty and administration who wish to know if a given norm is applicable or has been violated in a particular situation. It also has worked with the administration and other faculty groups on campus to advance its broad objectives.

ALUMNI OFFICE

Matters handled by the Alumni Office include the publishing of the Alumni Bulletin every quarter. This office also maintains a current address file of all alumni and has recently set up a placement service for alumni. Activities of the various alumni chapters are coordinated through the Office as well as the Annual Alumni Fund Drive and the maintenance of financial records of donations.

INSTRUCTIONAL MEDIA CENTER SERVICES

Members of the faculty are encouraged to make full use of the services offered by the IMC, located in Room 12 of Buckley Center. The IMC is open from 8:00 a.m. to 4:30 p.m., phone 7174.

Facilities include:

1) Areas for storage and maintenance of equipment, materials, and resource catalogs.

2) Language laboratory with levels I, II and III response modes.

3) A dial access system providing 64 program outlets.

4) Materials production room and photographic lab.

5) Complete television studio, containing equipment comparable to that of a commercial studio.

The following services are provided by IMC:

I. Loan of audio-visual equipment: A written request should be made 24 hours in advance to assure the availability of desired equipment. Schedule forms are available in the Center. Delivery and set-up of equipment are ordinarily provided upon request. Types of equipment available for loan include:

a) Slide projectors and trays
b) Filmstrip projectors
c) Record plays
d) Overhead projectors
e) Tape recorders
f) 16mm. projectors
g) 8mm. projectors
h) Screens
i) Extension cords

II. Equipment maintenance: All minor repairs and maintenance of Audio-visual equipment under IMC control will be serviced without charge to the faculty member or the department. The servicing of other equipment can be handled, and will include a charge to the department requesting such service.

III. Miscellaneous services include the following:

1) Video-taping -- all video-taping services should be reserved 5 days in advance.

2) Dubbing -- Audio-tape dubbing is available through IMC for a nominal charge. Call the Center for copies of fee information. Special requirements for taping may be supplied by customer or may be requested from IMC at cost price.

3) Film and tape previewing -- Facilities available upon request.

4) Art and photographic production -- A full-time graphic artist and a part-time photographer are on hand to help with the visual communication of ideas and events. Materials production can provide slides, overhead transparencies, charts, graphs, laminating reproduction services for instructional usage. Other creative art work will be designed upon request. A small fee to cover the materials and time involved will be made.

5) In-service training: Instruction is available to all members of the faculty upon request.

6) Consultation services: Consulting services are available in the fields of audio-visual techniques for the development of innovation, motivation, and creativity in teaching.

CONTINUING EDUCATION

From time to time requests are received for courses of instruction not offered in the regular curricula courses of educational service to the community. When this occurs, a requested course can be offered by the pertinent area of the University through the Department of CONTINUING EDUCATION, either for credit or for non-credit, by way of night offerings, seminars, or workshops of varying lengths, depending upon the nature of the offering.

The Director of Continuing Education, who is also Director of Summer Sessions, is ready to help in any way to develop Summer offerings.

The Office of Continuing Education handles reservations for use of campus facilities other than classrooms. Moreover, when services are needed for special luncheons or dinners, the initial contact should be made through the Office of Continuing Education, followed by detailed food arrangements with the Director of Dining Services in the Commons.

For further information related to Continuing Education, Summer Sessions, or the reservation of rooms or of special food services, please phone 7260 or 7269.

COMPUTER CENTER

The Computer Center provides the following services for faculty:

1) Processing of existing packaged programs on a batch or time-shared basis. See our "canned" programs in statistics, mathematics, engineering, business, etc.

2) Aid in converting existing programs to computer system.

3) Personal instruction and aid in computer programming and systems analysis.

4) Lecturers to inform classes on potential uses of the computer in their field.

5) Consulting on feasibility of proposed projects.

6) Keypunching service.

The on-campus number is -- 7300 or 7317. Office located in the Engineering Building.

DINING SERVICE

The Faculty Dining Room, in the Commons, is open to all faculty and staff members every lunch period, 11:00 A.M. to 1:00 P.M. When services are needed for special luncheons or dinners, the initial contact should be made through the Office of Continuing Education, phone 7260 or 7269, followed by detailed food arrangements with the Director of Dining Services in the Commons. Such events should be scheduled at least a week ahead of time. A joint Student and Administrator Dining Committee meets regularly to discuss food service needs.

ADMINISTRATIVE SERVICES

Located in Room 100 in West Hall, Administrative Services provides services for and functions as supervisor of such non-academic matters as:

Purchasing: Includes repairs of office machinery; telephone services and repairs; ordering of budgeted equipment, services and supplies. Requisitions should be processed through the appropriate Dean.

Personnel: The hiring of all non-academic personnel is handled through this office.

Pilot House: Includes the Bookstore, Snack Bar, Vending Machines and Game Room. Open to all faculty, students and staff.

Off-Campus Rentals: The University has a few rental units in the neighborhood surrounding the campus. Interested faculty should contact Administrative Services to ascertain availability.

Office Services: Includes all forms of reproduction. Contact for these services is direct with Office Services, Buckley Center 114.

Security: The Security Department, West 104, handles all physical security, parking and patrol problems for the University community.

OFFICE SERVICES

The following services are available from the staff of Office Services, located in Room 114, Buckley Center:

Duplicating Services

Offset printing
Mimeographing
Spirit Duplicating (purple)
Thermofax (for Thermal masters and simple transparencies)

Xerox

Two Xerox machines are located in our central office; one for 1 - 5 copies of an original, the other for 6 and over of an original. One Xerox machine for the 1 - 5 mode is located in Room 307, West Hall. Please inquire about more economical means of duplicating in quantities of approximately 25-up of one original.

Typing Services

General Correspondence
Exams
Programs, brochures
Theses (by arrangement)
Mimeograph stencils or Spirit Masters
MT/ST (Magnetic Tape/Selectric Typewriter)

This machine records the typed information on tape for replay so that originally typed letters may be reproduced in quantity. It is equipped with a dual-tape system so that a list of addresses may be put on one tape and a single letter on the second tape for a finished product of individually typed letters to all those on the list of addresses.

Copy may also be set on this machine for use in the printing department.

Supplies

The majority of usual office supplies such as stationery, envelopes, pencils, pens, scratch pads, message pads, paper clips, staples, scissors, scotch tape, lapel name tags, file folders, typewriter ribbons, duplicator fluid and the like.

Miscellaneous Services

Collating, stapling
Binding, folding
Paper cutting

Dictating Service

The campus is equipped with a telephone dictating system operable 24 hours per day. For further information, contact Office Services.

Office hours are from 8:30 a.m. to noon and from 1:00 to 4:30 p.m. during the week. Supplies and orders will be delivered to your office on request or through campus mail. Advance notice on printing orders is necessary.

SECURITY DEPARTMENT

The University of Portland maintains its own "in house" Security Department, West 104. It operates on campus under the direct supervision of the Director of Administrative Services.

Faculty members must have a parking decal for any car. If you have a second car it also must have a parking decal. No charge to faculty members for parking decals. Faculty members are bound by the same traffic regulations as students and staff, and are subject to the same penalties for infractions. Copies of the traffic regulations may be obtained from the Security Office or the Student Life Office. An Appeal Court meets the second and fourth Thursday of each month except during the holidays. Appeal forms are obtainable in the Security Office. All cases of accident or any complaint concerning criminal activity or violation of security regulations or of good order and conduct by any individual should be reported to Security as soon as possible.

The Security Department is in operation twenty-four hours a day seven days a week. Phone 7133.

BUILDINGS AND GROUNDS

Under the direction of Buildings and Grounds management are matters concerning locks and keys, building occupancy (janitors, maids, supplies), the steam plant, air conditioning, general maintenance, inventory of University properties, all repairs to general University property. Requisitions for repairs should be made at least a week in advance of date needed.

Security is stressed in the matter of keys. They must not be given to persons not authorized to have such keys. If an office is moved to another location, the request for a new key should accompany the key to the former office.

Requisitions should be signed by the person in charge of the department making the request, and the account number where it is to be charged should be listed.

Questions concerning matters handled by this department will be answered at phone 7306 or 7308.

OFFICE OF STUDENT LIFE

The Office of Student Life, in Buckley Center 161, serves the non-academic needs of the students, individually and collectively, in their educational life. The Office provides a personal Counseling Service, maintains a Student Health Service, supervises the administration of the residence halls, gives leadership and direction in student activities, coordinates a Campus Cultural Program, and develops and administers University policies and regulations governing student life.

STUDENT AID

The Student Aid Office processes:

1) All University Grants-in-Aid.
2) All University scholarships. (Records are kept of all non-University scholarships.)
3) Student loans:

   NDSL, USAF, FIL, OGL, Nursing student loans, Daly.

4. All Basic Opportunity Grants.
5) All College Work-Study applications.
6) All University student campus jobs.

This office assists any student of good academic standing who has difficulty in financing his education. Off-campus part-time job opportunities are posted on bulletin boards and students are referred to prospective employers. The Director of Financial Aid, together with faculty advisors, makes information and assistance available on National Scholarships and Fellowships to students interested in continuing their education.

UNIVERSITY MINISTRY

The University Ministry at the University of Portland is dedicated to facilitating the cooperative effort of all members of the University to create and live in a community of faith and love by:

Initiating all, students, faculty and staff, into full participation in Christian living.

Offering avenues for the development of a University Christian Community.

Living and witnessing to the values of the gospel in the total life of the University.

WHAT IS THE "MINISTRY"?

It creates a total environment with the cooperation of clergy, students, faculty and staff through a variety of concrete acts:

Community prayer and worship.

Christian weekend experiences.

Priests and Brothers living and working in the residence halls.

Stimulating lecture series.

Program for Marriage Preparations.

Involvement in social service in the Portland area.

Religious and personal counseling.

WHO IS THE UNIVERSITY MINISTRY FOR?

ANYONE who is searching, looking for values that give meaning to life.

ANYONE who wants to deepen in his heart the conviction from his lips: "I believe in Jesus Christ."

ANYONE who wants to love not only his brother and sister but also the Giver of brother, sister, sky and ocean.

Because of their interest in the spiritual needs of the University, the Holy Cross Fathers supply the religious staff of the University Ministry as a service to the University. Students, faculty and staff of any religious faith, or of none at all, should feel free to call upon any of the priests, brothers or student assistants in the University Ministry.

STUDENT GOVERNMENT

The Associated Students of the University of Portland (ASUP) consists of the student President, the Executive Board of four officers, and the Student Senate with its several committees. To provide further means for student participation in the formulation and application of University policies, students hold membership on the University Board of Regents, in the Academic Senate, and on several University Committees.

IF YOU NEED INFORMATION ABOUT:	CONTACT:
Courses, room assignments, grades, student academic records	Office of the Registrar
Student activities	Office of Student Affairs
Faculty relations, contracts, travel funds	Department Chairman, Academic Dean, Academic Vice President
Student work opportunities, scholarships, loans	Office of Student Aid
Payroll information, retirement, withholding	Payroll Office
Classroom books, drugs, notions	Book Store
Typing, supplies, duplicating services	Office Services
Postage information	Switchboard/Mail Room
Large item purchases	Administrative Services
Graduate School	Graduate Dean
Campus security and traffic	Security Office
Campus news items	Editor, Faculty Newsnotes
Donations to University	Office of Development
Grants for research, aid in preparing proposals	Office of Research
Data processing	Computer Center
Departmental budgets	Financial Vice President
Construction, building maintenance	Executive Vice President
Admission policies, obtaining UP bulletins, etc.	Admissions Office
Official long-distance telephone calls	Department Chairman